



Koff & Associates
A Gallagher Company



Director of Engineering Services/ City Engineer

THE COMMUNITY

The City of Rialto, known as “The Bridge to Progress” city, is in San Bernardino County and is home to a highly diverse community of over 104,000 residents. Conveniently located close to some of the State’s majestic snow-capped mountains, tranquil deserts, and pristine beaches, Rialto offers unique recreational opportunities for every lifestyle. Whatever the recreational or artistic pursuits, they can be found close at hand and include skiing in Big Bear, golfing in Palm Springs, shopping on Rodeo Drive, surfing at Malibu, visiting Disneyland, the Music Center, the California Speedway, Hollywood, historic mission sites, or the National Orange Show. Striving to become a leader in sustainability, the City has strategically focused on striking a balance between visitors, businesses, and residents.

Rialto is a growing and thriving community with a strong economic engine served by two interstates, a large regional railroad terminal, a Metrolink line and station, and multiple OmniTrans bus routes. Home to several major regional distribution centers: Amazon, Medline, Niagara, Monster Energy, Staples, Under Armour, Target, and Pyro Spectaculars (one of the United States’ largest fireworks companies), Rialto continues to expand not only its industrial base, but also its residential and commercial base. Embracing the concept of family, prosperity, and a commitment to a better way of living, Rialto is emerging as one of several cities in the Inland Empire that is thriving due to a rich culture and an exceptional, friendly business environment as well as a commitment to quality education and unmatched hospitality. In addition to its forward-thinking philosophy and drive, Rialto cherishes its history, diversity, and natural environment to further provide the community with a high level of quality living.

GOVERNANCE

The City of Rialto was incorporated in 1911 as a general law city and operates under a Council/City Manager form of government. The Mayor and four Council Members govern Rialto based upon a common priority of ensuring continued enhancement of quality of life for its residents and visitors. They are each elected at large to four-year staggered terms. The Mayor and Council serve as the legislative body primarily responsible for the overall policies and legislative direction of the City. The Mayor and Council appoints the City Manager and City Attorney. The City Clerk and Treasurer are elected by the voters.

Rialto is a full-service city with an adopted Fiscal Year 2022-2023 budget of \$234.2 million. Rialto relies on a workforce of 502 who provide a full array of municipal services through the following Departments: Police, Fire, Maintenance & Facilities, Community Services (Parks & Recreation), Finance, Community Development (i.e., Development Services: Planning, Building, and Economic Development), Engineering Services, Public Utilities (Water and Wastewater), Human Resources & Risk Management, Information Technology, and Management Services.

To learn more about the City of Rialto, go to:
<https://www.yourrialto.com/>



THE POSITION

The Director of Engineering Services/City Engineer reports to the City Manager and plans, manages, oversees, and directs the operations and services of the Engineering Services Department including technical engineering services, general administration, and development and evaluation of public facilities and engineering programs. This position also oversees land development services, traffic engineering, and the implementation of capital improvement projects. The incumbent will manage projects and contracts, research, administrative and technical activities related to land development, capital improvement projects, transportation, and permit and entitlement process improvement.

Key Functions include but are not limited to the following:

- Serve as City Engineer and technical advisor to the City Manager, City Council and department heads concerning public facilities, engineering proposals, and programs.
- Develop, implement, and maintain Engineering Services Department goals, objectives, policies, and priorities for appropriate service areas, and ensure that established goals and priorities are achieved.
- Plan, direct, coordinate, and review the work plan for assigned staff; review and evaluate work products, methods, and procedures. Meet with staff to identify and resolve problems.
- Mentor, train, motivate, and evaluate assigned staff.
- Oversee and participate in the development and administration of the department’s annual budget.
- Prepare and/or review professional civil engineering designs for assigned projects utilizing a variety of computer software programs.
- Serve as project manager on complex engineering studies and projects, administer construction and professional services contracts, monitor project budgets, inspect work in progress and conduct final inspections to accept completed work. Ensure compliance with contractual obligations.
- Review land development plans, subdivision maps, and various grading and improvement plans for compliance with applicable laws, codes, and regulations as assigned.
- Plan and supervise the collection, analysis, and reporting of various traffic engineering studies.

- Attend and participate in community meetings regarding the impact of proposed construction as assigned; respond to citizen complaints. Attend meetings of a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Plan, direct, and review the construction, operation, and maintenance of the City's traffic control systems, streets, electric, sanitation, and recycling facilities and equipment.
- Perform related duties and responsibilities as required.

IDEAL CANDIDATE

The ideal candidate is a confident, strategic thinker and collaborative leader. Strong communication and interpersonal skills are necessary to create and build solid relationships with staff, interdepartmental management, the business community, and other key stakeholders. The successful candidate will be a team player, with a creative leadership style and the ability to come up with innovative solutions autonomously and with staff. The application of professional knowledge and skills is required in the research, analysis, planning, and implementation of effective engineering programs, and requires frequent use of independent judgment. This is an excellent opportunity for an engineering professional to lead a new and separate Engineering Services Department.

Key Attributes and Characteristics

- An experienced leader who can mentor and train all levels of personnel.
- A professional who upholds the values of the City of Rialto while building positive employee and business working relations, while respecting the richness of a diverse community.
- A friendly, approachable leader who is actively engaged in the community to ensure quality customer service. An active listener.
- A communicative leader with the highest integrity, character, and ethics.
- An individual who values and openly demonstrates an appreciation for and connection with staff based on the ability to build rapport and trust.

QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- A Bachelor's degree in public administration, business administration, civil or mechanical engineering, or a closely related field. A Master's degree in a related field is highly desirable.
- Five years of professional level engineering experience involving program development experience and/or project management experience, including two years at a supervisory or senior level.



- Registration as a professional Civil Engineer in the State of California.
- Prior experience working for a municipal organization coordinating the delivery of capital improvement projects and coordinating the private land development process is preferred.

SALARY AND BENEFITS

The salary for this position is \$145,428 - \$194,892.

Note: Candidates with a master's degree are eligible for 7.5% increase.

An excellent benefits package includes:

- Executive Management Team members shall accrue up to 240 hours of vacation leave per calendar year on a per pay period basis (9.23 hours per pay period).
- 12 paid holidays.
- Employees shall be eligible to cash out up to two hundred hours of vacation and/or sick leave, combined, per fiscal year to taxable cash or deferred compensation. The cash-out may be taken in any increment amount up to 200 hours and at any time during the fiscal year. The cash out leave will be the employee's salary rate at the time of cash-out.
- 120 hours of sick leave per fiscal year, at a rate of 4.615 hours per pay period.
- Executive Management Team members shall be granted 140 hours of executive leave per fiscal year. Effective July 1, seventy (70) hours of administrative leave shall be applied to the member's leave accrual bank and January 1st the remaining seventy (70) hours of administrative leave shall be added to the employee's bank for use thru June 30th.
- Executive Management Team Members shall be provided with a Cafeteria Plan, which will be administered by the City pursuant to Section 125 of the Internal Revenue Code. The Cafeteria Plan is designed to give employees the flexibility to choose various medical and dental insurance benefits provided through City plans. The City's contribution to the Cafeteria Plan will be one hundred percent (100%) of the Health and Dental insurance premiums for the employee and eligible dependents.



- **If employee retires from City employment, employee shall retain, as a retiree, all current CalPERS Health benefits.** The City shall pay employee's, as a retiree, and dependent(s)' Health Insurance Premiums. The City shall not reimburse Medicare premiums for Employee as a current employee or as a retiree. Employee, as a retiree, and dependents must meet the definition of "annuitant" as defined by CalPERS.
- The City shall pay up to three hundred dollars (\$300) per fiscal year for an eye examination, and prescription eyeglasses or contact lenses for the employee only. This benefit will be on a reimbursement basis. Employees have the option of applying the \$300 per fiscal year towards payment of the premium for a vision policy.
- The City will pay one hundred percent (100%) of the premium for employee and dependent term life insurance coverage contracted by the City for all affected employees. The benefit coverage under such program is as follows:
- Employee \$300,000, Spouse \$ 25,000, Registered Domestic Partner \$ 25,000 (so long as required by California law), Children \$ 5,000. Executive Management Team Members shall control the designation of any and all beneficiaries. If the Executive Management Team Member retires from City employment, the City shall pay the Executive Management Team Member's and dependent(s) life insurance plan(s) coverage for the retired Executive Management Team Member and dependent(s). The Executive Management Team Member must meet the definition of "annuitant" as defined by CalPERS including minimum age and years of service requirements per the City's contracts with CalPERS in order to be eligible to maintain the City-paid life insurance coverage.
- The City shall provide Executive Team Members with the option of the use of a City vehicle. In lieu of utilizing a City vehicle and at the sole discretion of the City Manager, Executive Management Team members may alternatively opt to receive a five hundred dollars (\$500) per month vehicle allowance to compensate for using personal vehicles for City related business in the same manner the employee would use a City provided vehicle. Management Team members receiving the \$500 per month vehicle allowance shall not be provided use of a City vehicle during business hours.

Retirement

- **California Public Employees' Retirement System (CalPERS)**
 - A. Employee Contribution
All miscellaneous employees who are not "new members" (as defined in Government Code Section 7522.04(f), or its successor) will pay eight (8%) of their salary towards the employer's share of PERS contributions.
 - Miscellaneous employees who are new members will also pay eight (8%) of their salary towards PERS but must pay all the required employee contribution and any remaining amount will be credited to the employer's share.

Following any required contract amendments with PERS, contributions made by bargaining unit members described above that are towards the employer's share shall be in accordance with IRS Code Section 414(h)(2) (or its successor) whereby employee contributions to the employer's share of PERS are tax deferred (not subject to taxation until time of constructive receipt) so long as allowed by applicable law.

B. Tier 1 Retirement Benefits (applicable to 'Classic Members' as defined by CalPERS)

Miscellaneous (Non-Safety)

2.7% @ 55 formula for CalPERS 'Classic' Employees

C. Tier 2 Retirement Benefits (applicable to 'New Members' as defined by CalPERS)

Miscellaneous (Non-Safety)

2% @ 62 formula for CalPERS 'New Members'

To view the full benefits package, click here:

<https://www.yourrialto.com/254/Benefits>.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

This position is Open Until Filled. Interested candidates are encouraged to apply immediately.

To be considered, please electronically submit your resume, cover letter and a list of six professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/director-of-engineering-services-city-engineer/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

